



Timesheet Portal User Guide



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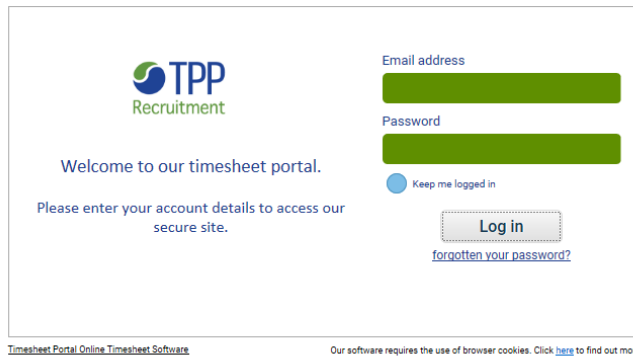
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Onboarding

Congratulations on securing a temporary assignment with TPP!

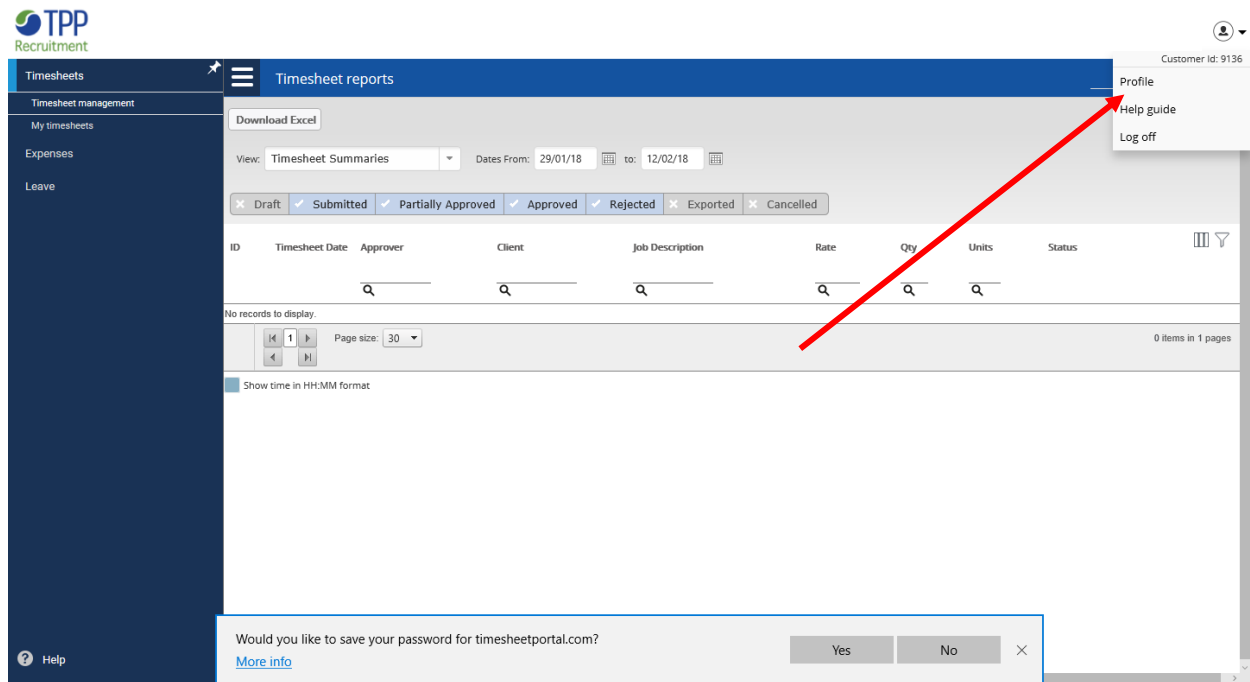
After being sent a confirmation email of your assignment from your Consultant, you will then receive a second email with your login details to the timesheet portal.

The log in page will look like this:



Once you have logged in, please remember to change your password to something you will remember. The portal should prompt you to do so but if it doesn't, you will be able to do so in the main screen of your profile.

Before you can submit your timesheet, you will need to complete your profile, which is located on the top right-hand side of the landing page:



There will then be two sections you will need to complete, these are the Employment Details and Bank Details.

TPP Recruitment

Timesheets
Expenses
Leave

Main Details

Main

Employment Details

Bank Details

System Messages

Change password:

Confirm password:

Forget my login email & password on this browser

Expense receipts pin code 9629

Save profile

Timesheet notification emails

- Send an email when one of my timesheets are approved
- Send an email when one of my timesheets are rejected
- Send an early reminder before the timesheet due date, if I have not yet submitted my timesheet.
- Send reminder to submit timesheets if the deadline passes and I have not submitted my timesheet

Expense form notification emails

- Send an email when one of my expense forms are approved
- Send an email if an expense form is submitted for me to approve
- Send an email when one of my expense forms are rejected

Leave booking notification emails

- Send an email if a leave booking is submitted for me to approve
- Send an email when one of my leave bookings are approved
- Send an email when one of my leave bookings are rejected
- Send a confirmation email when I approve or reject someone else's leave booking

Within the Employment Details section, please enter the following:

- NI Number
- DOB
- Gender
- Employment Statement

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Employment Details

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Employment Details

GDPR

System Messages

Employment Details

Employment Type: Temporary (PAYE)

NI number:

UTR Number:

Date of birth:

Gender: Unknown

Save employment details

Employee Statement

Select one of the following statements:

This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.

A

This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.

B

As well as my new job, I have another job or receive a State or Occupational Pension.

C

Select A B C

Loan payments

Are you repaying your student loan direct to the Student Loan company by monthly payments?

Select Yes No

Did you finish your studies before the last April 6th?

Select Yes No

Student Loan Status

Do you have a student loan which is not fully repaid?

Select Yes No

Please leave the UTR Number field blank as this is **not** required.

Once this section is complete, please click **'Save employment details'** or **'Save new starter details'**.

Within the Bank Details section, please enter the following (Building Society ref not required):

- Bank Name
- Account Name
- Sort Code
- Account Number

When providing bank details, please take time to check that the details are accurate.

Main Details	Personal Details	Employment	Groups	Bank Details	Leave Approvers	Notes	Other Details	Audit Log
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Bank Details

Bank Name:

Bank Account Name:

Sort Code:

Account No:

Building Society Ref:

International Account:

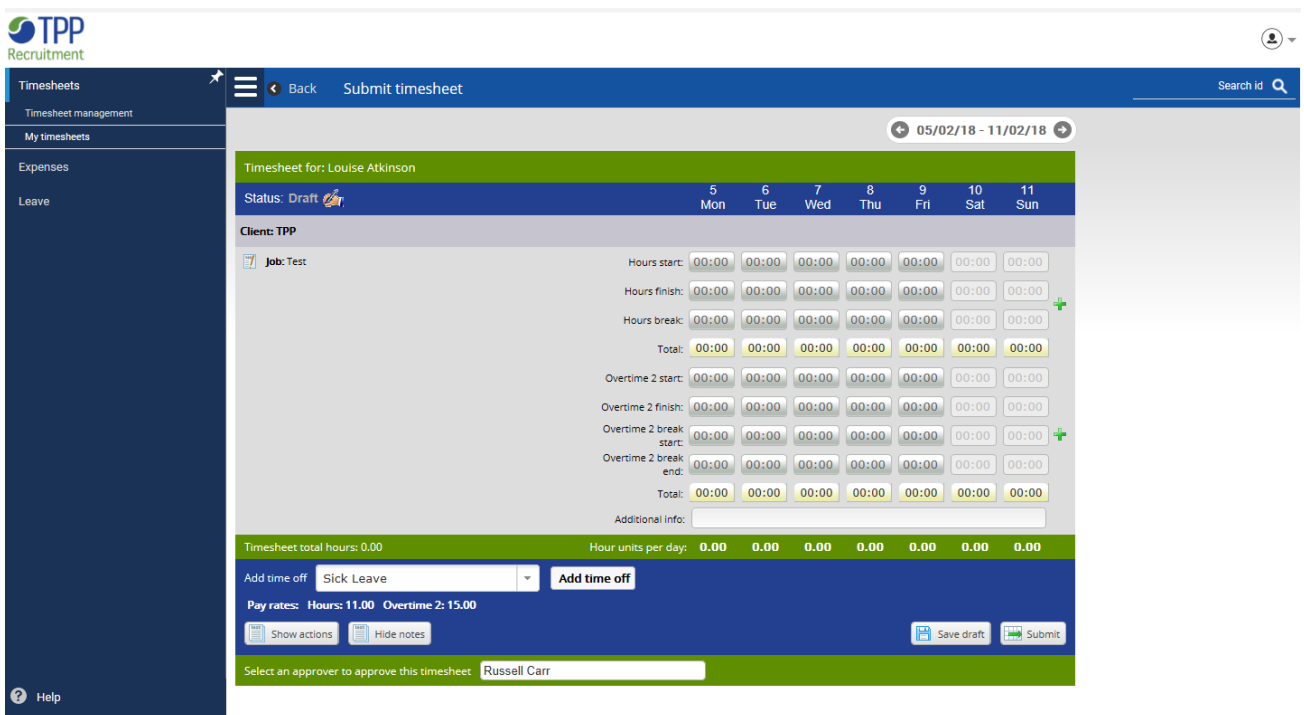
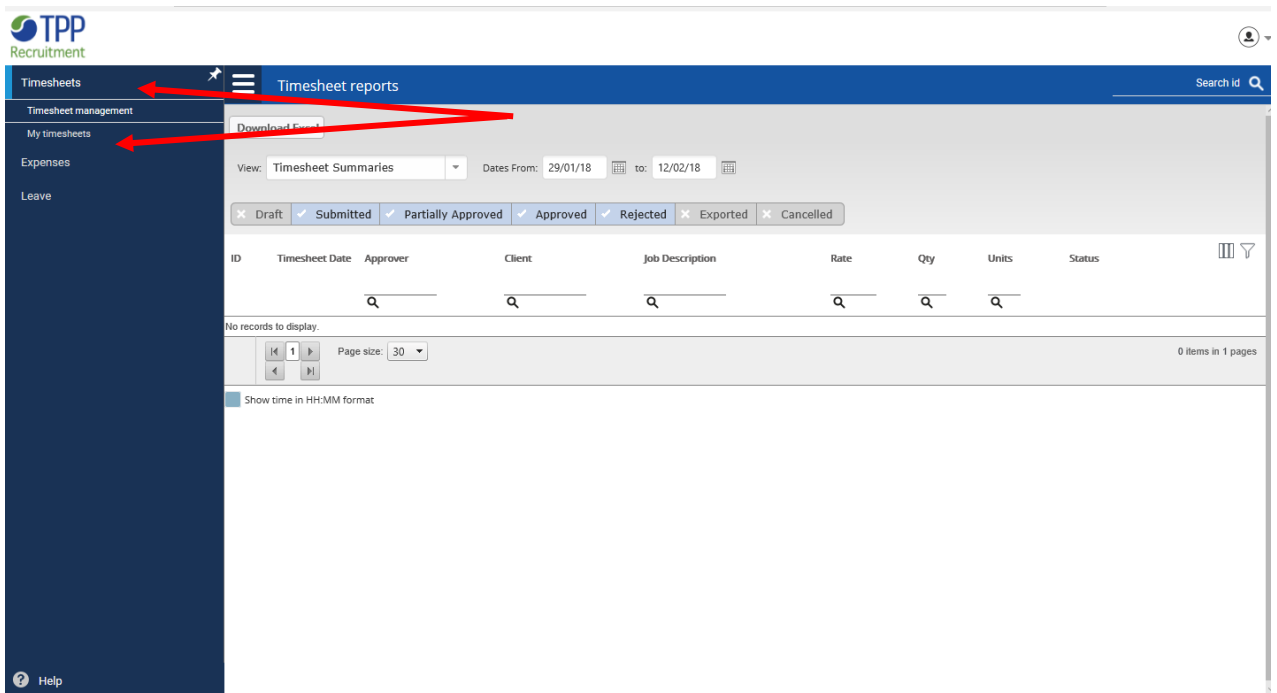
Once completed, please select **'Update'** or **'Save details'**.


The portal should then notify you once all the sections are completed. If your profile is complete, you will now be able to access your timesheet.

How to enter a timesheet

Once your profile is complete, you will now be able to access your timesheet to enter the hours. Please select **'timesheets'** and then **'my timesheets'** on the left-hand side.

This will lead you to this page, where you will need to enter your start and finish time as well as any breaks that were taken. Please ensure that the dates shown are for the correct week.





If you are working at more than one assignment in one week, you will need to scroll down to view the other timesheets. If you have landed on the timesheet screen showing dates for the forthcoming week, please scroll back to the appropriate week if required.

Once you are happy with the hours you have entered, make sure you have selected the right approver and click '**submit**' on the bottom right hand side. This will submit your hours to TPP and over to your manager for approval.

If, for any reason, your timesheet (or weekend, overtime rates if applicable) is not showing, please contact your Consultant at your earliest convenience.

Deadlines

Please submit your timesheet by 2pm on Monday. Approvers will then have until 4pm on Monday, when payroll closes, to sign off your timesheet for that week.

How to submit a leave request

To submit a leave request, you will need to go to the 'leave' tab on the left-hand side and select 'leave bookings'. Which will bring you to this page:

Entry type	Booking start	Booking end	Total working days	Time of request	Status	Approver name	Leave notes
Yearly allowance	01/01/2017		0 days				
End balance	31/12/2017		0 days				
Yearly allowance	01/01/2018		0 days				
End balance	31/12/2018		0 days				
Yearly allowance	01/01/2019		0 days				
End balance	31/12/2018		0 days				

You will then need to select 'submit new booking', which will bring you to this page:


Request leave
Status: Draft

Approver: Russell Carr Start date: Full Day
Leave type: Other End Date: Full Day

Notes:

Please choose end date

Cancel Book Full Day Book Half Day



Select the days you wish to take as leave (note bank holidays will not be paid out automatically, so will need to be requested on the portal). Please note that you will only need to select the first and the last day you wish to take.

Once you are happy with the request, please click '**create booking**' which will be shown in the bottom right hand corner. Your leave request will then be sent to your Consultant for approval.

Please make sure that you have approval from your line manager for the leave before submitting your request. You should also ensure you put in a request for any normal workings days not being worked, as holiday remaining unpaid at 31 December each year will not be carried over.

If you are submitting a leave booking over two consecutive weeks, you will need to do this as two separate leave bookings as the portal only allows you to request 5 days maximum per booking. You will only be able to submit leave for the current payroll week or future weeks.

Sickness

If you are off work due to sickness at any time during your assignment, please let your Consultant know at your earliest convenience.

We don't have a separate allowance for sick leave, so if you are only off one or two days, please submit a holiday leave request if you wish to be paid for these days.

Additional approvers

If, for any reason, your line manager can't sign off your timesheet by the payroll deadline, please let your Consultant know at your earliest convenience.

If there is someone else that can sign off your timesheet in their absence, please ask your line manager to email your Consultant as soon as possible, giving us permission to add a second approver.

Once they have been added as an approver, you will then need to resubmit your timesheet to them.

Please note that if you go back in to look/edit your timesheet after you have submitted it to your manager, they will no longer be able to approve your timesheet. Please make sure that before you submit your timesheet you are happy with the hours entered.



Data Protection / Privacy Notice

At TPP Recruitment, your data is extremely important to us and we are committed to safeguarding the personal information that you provided to carry out your post.

Our [privacy notice](#) and [candidate agreement](#) provides clear information on how we use and protect your personal data.

You can take a look at the timesheet portal privacy policy [here](#).